

<p align="center"><b>DEPARTMENT FOR MENTAL HEALTH AND MENTAL RETARDATION SERVICES</b></p> <p align="center"><b>STANDARDS OF OPERATIONS</b></p>	Policy Number  DMHMRS 05-01	Total Pages  2
	Date Issued April 14, 2003	Effective Date April 14, 2003
References 101 KAR 3:045 § 164.530	Subject  Training and Staff Development	

### **Statement of Policy and Purpose**

It shall be the policy of the Department for Mental Health and Mental Retardation Services (DMHMRS) to recognize and promote staff development through education and training programs.

### **Procedure**

- A. DMHMRS shall provide opportunities for in-house and approved outside training programs.
- B. DMHMRS shall encourage employees to continue their education through the tuition assistance program.
- C. DMHMRS shall recognize professional staff meetings, workshops and conferences as staff development and training.
  1. An employee may request prior approval to attend professional job related meetings, workshops and conferences unless otherwise directed by DMHMRS to attend.
  2. Any request shall be in writing and include registration materials and related documents to justify the professional job related nature of the meeting, workshop or conference.
- D. DMHMRS shall recognize the development and implementation of job related manuals and policies and procedures as staff training.
  1. Staff shall have the opportunity and means to review any policy or procedure set forth by DMHMRS.
- E. DMHMRS shall provide any required training as follows:

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1. To each member of its workforce no later that the required date.
  2. To each new member of the workforce within a reasonable period of time.
  3. To each member of the workforce whose functions are affected by a material change in the policies or procedures, within a reasonable period of time.
  4. Document that the training has been done.
- F. This policy shall be reviewed and revised as necessary.